



TRAVEL INFORMATION & POLICY

Subject:	Number:
Travel/Relocation Programs – 2016 Mileage Reimbursement Rate for Use of Personal Vehicle	TIP 16-01
	Date Issued:
	January 5, 2016
References:	Expires:
Department of Human Resources (CalHR) PML 2015-041	Until Rescinded

Purpose: To inform the Department’s employees of an adjustment to the mileage reimbursement rates for use of privately owned vehicles for official State business.

Policy: Effective January 1, 2016, the personal vehicle mileage reimbursement rates for all State employees and Contractors/Consultants are:

- 54 cents per mile for authorized State business.
- 19 cents per mile for approved relocation/moving mileage (State employees only).

The rates above reflect the Internal Revenue Service’s (IRS) current published mileage reimbursement rates. Future adjustments to the State rates will be directly tied to any subsequent changes to the published IRS rates.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Cassie.Baba@dot.ca.gov. TTY users may also call (800) 735-2922.